

# HOW TO: Purchase a license for Duck Hunting

## STEP 1: Log in to your existing Go Wild account

- Visit the website [gowild.wi.gov](http://gowild.wi.gov). Click on the Get Started button.



- Access or Create your Account** - Search for your existing customer record using one of the four options shown below. Or, if you have never done business with the Wisconsin DNR before and need to create a new DNR customer number, click Create New Account.

Search by Customer Number

Search by Social Security Number

Search by Driver's License Number

Search by Visa / Passport Number

OR

**New to the Wisconsin DNR?** If you've never done business with the DNR before, you'll need to create an account. This will generate your DNR customer ID number, which will appear above your name when you go to your homepage.

Create New Account

- Welcome Back!** Your account has been found. Enter your driver license (optional). If you do not wish to enter your driver license, leave the DL state and DL number blank. Select Next when finished.

Welcome Back, CUSTOMER!

Social Security Number

\*\*\*-\*\*-\*\*\*\*

Driver's License Issuing State

Select

▼

Driver's License ID

Cancel

Next

- Preferences and Residency.** Answer both questions and select Next.

Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required*

☐ Include my name/business ☐ Don't include my name/business

Residency *Required*

Are you a Resident of the State of Wisconsin?

☐ RESIDENT ☐ NON-RESIDENT

To qualify for a WI Resident pricing online, you must provide a valid WI driver's license. If you do not have a valid WI driver's license, you may continue as a non-Resident or you can visit an agent location to provide proof of residency.

Cancel

Next

- Review Summary.** Check your personal information (address, phone, email, etc) for accuracy. If changes need to be made, select the **Edit** icon. Once everything is confirmed correct, select the **Yes** button at the bottom.

Review Summary

Personal Information

Edit

CUSTOMER TEST

123 FAKE ST

ANYTOWN, WI 55555

UNITED STATES

(123) 456-7890

Social Security Number

\*\*\*-\*\*-\*\*\*\*

Date of Birth

02/06/1975

Visa / Passport Number

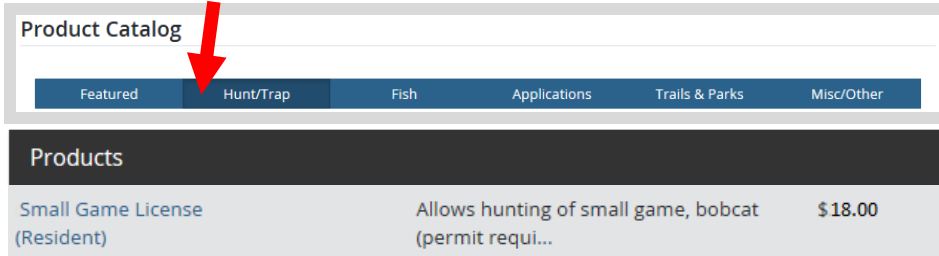
Issuing Country

## STEP 2: Select your license

- **Customer Homepage.** Locate the Licenses section and select [Buy Licenses](#)



- **Product Catalog.** Select the [Hunt/Trap](#) tab at the top, and select the [Small Game license](#) under the Product List.



- **Small Game add-ons.** The next screen shows the license selected, the price, and the option for add-ons:
  - [HIP Survey](#) is required if you plan on hunting any migratory game birds (ducks, geese, woodcock, rails, moorhens, coots or snipe).
  - The [State Waterfowl](#) and [Federal Duck Stamps](#) are required for any hunters 16 years or older who wish to hunt ducks. **IMPORTANT: Hunters less than age 16 do not need either stamp.**
  - Select Add to Cart when finished

A screenshot of the 'New Buyer Small Game License (Resident)' page. The page contains the following information:

- Price:** \$5.00
- Add-on No Cost:**
  - ☒ **HIP Survey** - Required of all hunters who intend to hunt migratory birds (ducks, geese, woodcock, mourning doves, etc.).
- Add-on At Cost:**
  - ☒ **Waterfowl \$7.00** - Allows hunting (in addition to a license authorizing small game hunting and the HIP Survey) for waterfowl in Wisconsin. Conservation Patrons, Senior Citizen Recreation cardholders, free resident Military Fishing/Small Game license holders, hunters under the age of 16, and residents who graduated from a Wisconsin Hunter Education course for the first time this year are exempt from purchasing a waterfowl stamp. The Federal migratory bird stamp is also required for all hunters age 16 and older.
  - ☐ **Pheasant \$10.00** - Allows hunting (in addition to a license authorizing small game hunting) for pheasants in Wisconsin. Conservation Patrons, Senior Citizen Recreation cardholders, free resident Military Fishing/Small Game license holders, and residents who graduated from a Wisconsin Hunter Education course for the first time this year are exempt from purchasing a pheasant stamp.
  - ☒ **Federal Duck \$28.00** - Required if you are 16 years of age and older. Allows hunting (in addition to a license authorizing small game hunting and the HIP Survey) for waterfowl in Wisconsin. Only hunters under the age of 16 are exempt from purchasing the federal duck stamp. Federal duck stamps are nonrefundable.

At the bottom, there are two buttons: 'Cancel' and 'Add To Cart'. Three red arrows point to the 'HIP Survey', 'Waterfowl', and 'Federal Duck' checkboxes.

- **HIP certification** - If HIP certification was selected, you will be asked a series of questions. This info is used to calculate harvest from the previous year and help determine the regulations for next year.

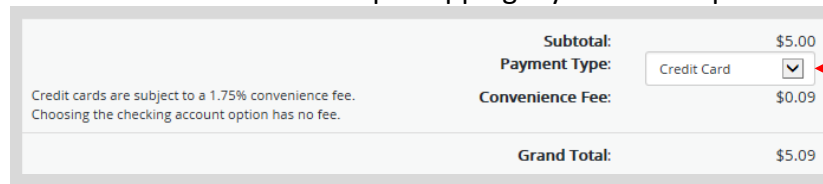
A screenshot of the 'Hip Survey' page. It contains a series of questions about hunting results from the previous season:

- # of ducks bagged in Wisconsin last season? (Options: Didn't Hunt, 0, 1-10, 11-30, 31+)
- # of geese bagged in Wisconsin last season? (Options: Didn't Hunt, 0, 1-10, 11-30, 31+)
- # of woodcock bagged in Wisconsin last season? (Options: Didn't Hunt, 0, 1-10, 11-30, 31+)
- # of mourning doves bagged in Wisconsin last season? (Options: Didn't Hunt, 0, 1-10, 11-30, 31+)
- Did you hunt rails or moorhens in Wisconsin last season? (Options: Yes, No)
- Did you hunt coot or snipe in Wisconsin last season? (Options: Yes, No)

At the bottom, there is a green 'Continue' button.

## STEP 3: Make payment and print your receipt/license

- **Shopping Cart.** Confirm your purchase is correct. Select your **Payment Type** (Credit Card or Checking Account) and select **Checkout**. Or select Keep Shopping if you need to purchase more.

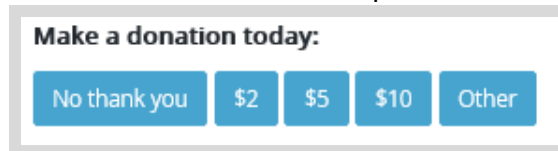


Subtotal: \$5.00  
Payment Type: Credit Card  
Convenience Fee: \$0.09  
Grand Total: \$5.09

Credit cards are subject to a 1.75% convenience fee.  
Choosing the checking account option has no fee.

A red arrow points to the 'Credit Card' dropdown menu.

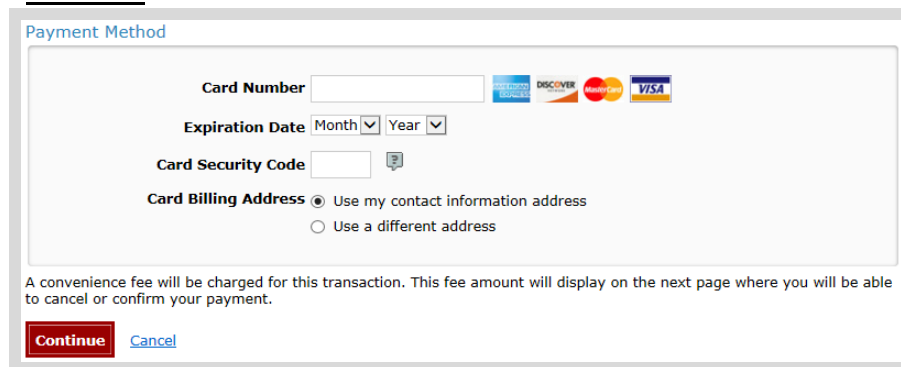
- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.







**Make a donation today:**

No thank you \$2 \$5 \$10 Other


- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 1.75% will be added to your total when a credit card is used. Select **Make Payment** when ready.
- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Select the red **Continue** button when finished.



Payment Method

Card Number     

Expiration Date Month  Year

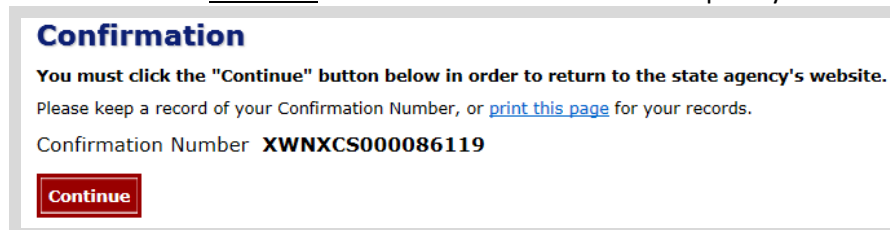
Card Security Code  

Card Billing Address ☒ Use my contact information address  
☐ Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

**Continue** [Cancel](#)

- **Review Payment.** The last step before the license purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select **Confirm** when finished.
- **Confirmation.** Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red **Continue** button to return to GoWild and print your license documents.




**Confirmation**

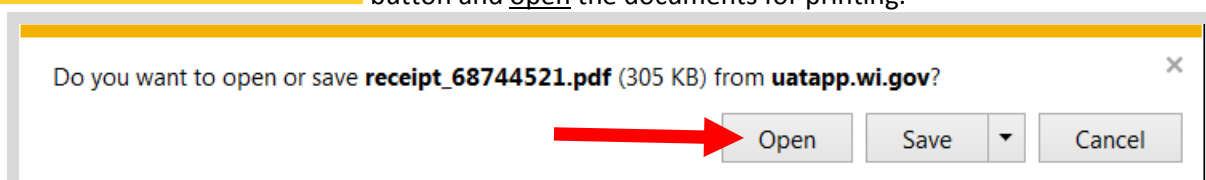
**You must click the "Continue" button below in order to return to the state agency's website.**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.


Confirmation Number **XWNXCS000086119**

**Continue**

- **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the **Receipt and License Documents**  button and open the documents for printing.



Do you want to open or save **receipt\_68744521.pdf** (305 KB) from **uatapp.wi.gov**?

**Open** **Save**  **Cancel**

A red arrow points to the 'Open' button.